Specific Instructions for Form 1098-T

Each University must choose whether to report payments received or amounts billed for qualified tuition and related expenses. Kennesaw State University has chosen to report **amounts billed** for qualified tuition and related expenses (Box 2). We also report any scholarships/grants you received (free money not required to be paid back) on the 1098-T form (Box 5). **We do not report out of pocket payments received (Box 1) on the 1098-T form.** This includes cash, check, credit card, and loan payments.

Following is an explanation of the information Kennesaw State reports:

1. **Filer’s Name and Address box:** The University’s address (Student Accounts address) is printed in this box.
2. **Filer’s Federal Identification Number box:** The University’s FEIN and a contact phone number are printed in this box.
3. **Student’s Social Security Number box:** The student’s social security number is printed in this box. Only the last four digits are printed on the form. If the student did not provide a SSN, there will be no SSN reported.
4. **Student’s Name and Address boxes:** The student’s name and mailing address (MA) are printed in these boxes (if the mailing address field is not populated in Banner, the address hierarchy looks for permanent address.)
5. **Box 2:** This box contains the total amount that was billed during the calendar year for qualified tuition and related expenses, which is defined as “tuition and fees that a student must pay to be enrolled at or attend an eligible educational institution.”
6. **Box 4:** This box contains any billing adjustments that were made during the calendar year for a prior calendar year.
7. **Box 5:** This box contains the total amount of scholarships/grants received during the calendar year for the payment of the student’s costs of attendance.
8. **Box 6:** This box contains any scholarship/grant adjustments that were made during the calendar year for a prior calendar year.
9. **Box 8:** This box is checked if the student was enrolled in six or more credit hours in the fall semester, spring semester, and summer semester.
10. **Box 9:** This box is checked if the student was a graduate student.